

The Gazette of India

EXTRAORDINARY

PART II—Section 3—Sub-section (1)

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MINISTRY OF LABOUR & EMPLOYMENT

(Directorate General of Resettlement and Employment)

NOTIFICATION

New Delhi, the 26th April 1960

G.S.R 477.—In exercise of the powers conferred by section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959), the Central Government hereby makes the following rules, the same having been previously published as required by sub-section (1) of the said section, namely:—

RULES

1. Short title and commencement.—(1) These rules may be called the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960.

(2) They shall come into force on the 1st day of May, 1960.

2. Definitions.—In these rules, unless the context otherwise requires,—

(1) "Act" means the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959);

(2) "Central Employment Exchange" means the Employment Exchange established by the Government of India, Ministry of Labour and Employment;

(3) "Director" means the officer in charge of the Directorate administering Employment Exchanges in a State or a Union Territory;

(4) "Form" means a Form appended to these rules;

(5) "Local Employment Exchange" means that Employment Exchange (other than the Central Employment Exchange) notified in the Official Gazette by the State Government or the Administration of the Union Territory as having jurisdiction over the area in which the establishment concerned is situated or over specified classes or categories of establishments or vacancies;

(6) "Section" means a section of the Act.

3. Employment Exchanges to which vacancies are to be notified.—(1) The following vacancies, namely,—

- (a) vacancies carrying total monthly emoluments of Rs. 200/- or more occurring in establishments in respect of which the Central Government is the appropriate Government under the Act, and
- (b) vacancies which an employer may desire to be circulated to the Employment Exchanges outside the State or Union Territory in which the establishment is situated,

shall be notified to the Central Employment Exchange.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the local Employment Exchange concerned.

4. Form and manner of notification of vacancies.—The vacancies shall be notified in writing to the appropriate Employment Exchange, and the following particulars shall be furnished, where practicable, in respect of each type of vacancy:—

- 1. Name and address of the employer;
- 2. Telephone number of the employer, if any;
- 3. Nature of vacancy—
 - (a) Type of workers required (Designation);
 - (b) Description of duties;
 - (c) Qualifications required—
 - (i) Essential
 - (ii) Desirable
 - (d) Age limits, if any;
 - (e) Whether women are eligible?
- 4. Number of vacancies—
 - (a) Regular
 - (b) Temporary
- 5. Pay and allowances.
- 6. Place of work (name of town/village and district in which it is situated).
- 7. Probable date by which the vacancy will be filled.
- 8. Particulars regarding interview/test of applicants.
 - (a) Date of Interview/test.
 - (b) Time of Interview/test.
 - (c) Place of Interview/test.
 - (d) Designation and address of the person to whom applicants should report.
- 9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up the vacancies?
- 10. Any other relevant information.

5. Time-limit for the notification of vacancies.—(1) Vacancies, required to be notified to the local Employment Exchange, shall be notified at least one week before the date on which applicants will be interviewed or tested where interviews or tests are held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.

(2) Vacancies, required to be notified to the Central Employment Exchange, shall be notified at least three weeks before the date on which applicants will be interviewed or tested where interviews or tests are held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.

6. Submission of returns.—An employer shall furnish to the Local Employment Exchange quarterly returns in Form I and biennial returns in Form II. Quarterly returns shall be furnished within thirty days of the due dates, namely, 31st March, 30th June, 30th September and 31st December. Biennial returns shall be furnished within thirty days of the due date as notified in the Official Gazette.

7. Officer for purposes of Section 6.—The Director is hereby prescribed as the Officer who shall exercise the rights referred to in section 6, or authorise any person in writing to exercise those rights.

8. Prosecution under the Act.—The Collector or the Deputy Commissioner, as the case may be, of the district in which the establishment is located is hereby prescribed as the officer who may institute or sanction the institution of prosecution for an offence under the Act, or authorise any person in writing to institute or sanction the institution of such prosecution.

FORM I

(See rule 6)

*Quarterly returns to be submitted to the Local Employment Exchange within thirty days of the quarter ending *31st March/30th June/30th September/ and 31st December (year)*

Name and address of the Employer:

Nature of business; (Please describe what the establishment makes or does as its principal activity).

I. Total number of persons employed by the establishment. (The figures should include every person, whether work-charged, temporary or permanent, whose wage or salary is paid by the establishment).

At the end of previous quarter
(Date.....)

At the end of current quarter
(Date.....)

Males

Females

TOTAL

2. Particulars of Vacancies.

(a) Number of vacancies that have occurred.

(b) Number of vacancies notified to—

(i) Local Employment Exchange;

(ii) Central Employment Exchange.

(c) Number of vacancies filled through—

(i) Employment Exchanges;

(ii) Other sources.

(d) Number of vacancies remaining unfilled due to shortage of suitable applicants (Nature of Vacancy).

(i)

(ii)

3. Reasons, if any, for not notifying all vacancies that occurred, vide 2(a) above, to Employment Exchanges.

*Delete inapplicable term.

Date

Signature of Employer.

To

The Employment Exchange,

(Please fill in here the address of your local
Employment Exchange).

FORM II

(See rule 6)

*Occupational return to be submitted to the local Employment Exchange once in
two years (on a date to be specified by notification in the Official Gazette)*

Name and address of the employer:

Nature of business:

(Please describe what the establishment makes or does as its principal
activity).1. Total number of persons employed by the establishment on due date as
notified in the Official Gazette.

2. Classification of employees by occupations.

(Please give below the number of employees in each occupation separately.)

Occupation	Number of employees			
	Men	Women	Total	
Use exact terms such as engineer (me- chanical); teacher (domestic science); officer on special duty (actuary); as- sistant director (métallurgist); scien- tific assistant (chemist); research offi- cer (economist); instructor (carpen- ter); supervisor (tailor); fitter (inter- nal combustion engine); inspector (sanitary); superintendent (office); apprentice (electrician).				If possible state how many vacancies you may have to fill during the next 12 months due to retirement, expansion or reorganisation.
(1)	(2)	(3)	(4)	(5)

TOTAL :

To

The Employment Exchange,

(Please fill in here the address of your local
Employment Exchange).

NOTE:—Total of item 2 under Col. (4) should correspond to the figure given against item 1.

[No. EP-116(10)/60]

S. ABDUL QADIR, Joint Secy.